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WGDSI-MIN-4
23 Mar 1957

IAC - AHIP
Working Group on Document Security Indications

Minutes of Fourth Meeting, 21 March 1957

Members Present

STATE - George A. Small
ARMY - CWO Louis G. White
NAVY - Ens. Ronald E. Neaton
AIR - Maj. Charles Maggio
CIA - 

STAT

Action

1. The Group met at 1430 hrs. in Room 101, 350 26th. St.
2. The Chairman distributed draft copies of a CIA prepared document summarizing and comparing document security indications marking requirements of the IAC Agencies. (Tab A) This was read, studied and discussed. Several minor modifications were then made. CIA's comments, notes on inconsistencies and proposed recommendations on the draft were also discussed, item by item, at some length.
3. Subject only to final internal coordination (mainly within State) the modified draft was then accepted for presentation to AHIP at its 25 March 1957 meeting as representing WGDSI's tentative findings. (Tab B)
4. The Chairman then proposed that at such time as a final report is made to AHIP it include the following general recommendations:

"To best insure consistency in the manner of marking defense information classifications of documents prepared and/or exchanged within the intelligence community, WGDSI recommends that member agencies:
 1. Insure that classifications and control stamps, no matter how applied, be bold, conspicuous and noticeably different from the text.
 2. Prefer red classification markings, except on printed matter when text and classifications are produced simultaneously.
 3. Promote the use of reproducible black offset stamp pad ink to affix classifications and control stamps to direct image offset masters.

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4. Promote the use of pre-printed classification plates to affix classifications and control stamps to ditto masters.
5. Permit and encourage the use of stenciled markings on mimeographed stencils to obtain an effect similar to stamping.
6. Discourage the preprinting of classifications or control stamps as an unnecessary added expense, substituting classification plates, stenciled markings and reproducible ink stampings.
7. Discontinue typing classifications and control stamps.
8. Consistent with security requirements, promote the use of labor saving methods and techniques in classifying and control stamping documents."

This proposal was accepted subject only to final internal coordination by member agencies.

5. Various methods of systematically reporting for remedial action, deficiencies in Document Security Indications were discussed without reaching any decision. Included were:

- a. Continuation of WGDSI to receive and investigate reports of deficiencies and recommend action.
- b. Direct reporting to AHIP members; correction thru AHIP channels.
- c. Use of Security channels.
- d. Use of Library or other collection/dissemination channels.
- e. As part of the reports evaluation process.

6. It was agreed to meet again at 1430 hrs. in Room 101, 350 26th St. to resolve the above problem and to prepare a final report to AHIP.

7. The meeting was adjourned at 1645.

Attachments

- A - CIA Draft-Doc. Mark. Req.
B - WGDSI modification of A.

Chairman, WGDSI

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C-F-F-I-C-I-A-L U-S-E O-N-L-Y

DEGREE OF CONSPICUOUSNESS

I. Size

E.O.	CIA	State	Army	Nav	Air Force	Comments or Inconsistencies	Recommendations
Classified and conspicuously marked or stamped.	Capital letters, noticeably or conspicuously larger than print of text.	Marked, typed or stamped. When stamped letters at least 1/4 inch high.	Larger than normal lettering conspicuously marked or stamped (not typed) (par 68, AR 380-5).	Same as CIA	Specifies only that it be conspicuous.	Different interpretations applied to CONSPICUOUS. Is being conspicuous? Army says no. Other agencies say yes. E.O. does not define. See Inconsistencies under METHOD OF APPLICATION-Typed	See recommendations under METHOD OF APPLICATION-Typed

II. PLACEMENT (GENERAL)

E.O.	CIA	State	Army	Nav	Air Force	Comments or Inconsistencies	Recommendations
Inappropriately marked or stamped. Inbound document - top and bottom of each page in such manner that marking will be clearly visible when pages are clipped or stapled together. Includes letters, memoranda, reports, telegrams and similar documents, the pages of which are not permanently and securely fastened together.	Approximately 1/4 inch from top and bottom of each page. In practice, to meet certain important internal procedural needs, some reports carry classifications 1 1/2"-2" below top of page and as much as 3" from bottom.	Top and bottom of each page. CENTERED	Top and bottom of all pages which contain classified defense information (par 68, AR 380-5).	Well clear of edges to avoid covering assemblage of trimming page.	Conspicuously marked or stamped at top and bottom of each page.	CIA reports with classifications placed several inches from top and bottom of page.	

TAB B

Placement (Bound Documents)

<u>E.O.</u>	<u>GIA</u>	<u>State</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Comments or Inconsistencies</u>	<u>Recommendation</u>
Bound documents must be marked on the outside of the front and back covers, title, first and last pages, and document is permanently and securely fastened.	Minimum requirements: top and bottom, outside front and back covers, title, first and back pages. If any possibility of page separation, or page separation, classify each page.	Minimum requirements: conspicuously marked or stamped, top and bottom, outside of front and back covers, title, first and back pages. Unless permanently bound each page must be marked as above.	Front and back covers, title, first and back pages to gather with any routing instructions or other papers of any size which wholly or partially conceal the cover, title, first or back pages will bear overall classification.	Same as CIA plus all unclassified pages marked with index pages which contain classified information.	Permanently bound documents conspicuously marked or stamped on the top and bottom outside of front and back covers and on title, first and last pages. A permanently bound document is one sewed or side-stitched with a glued binding from which pages cannot be removed without damage or mutilation.	Very practices differ from other services in that they require a clear ink or marking on all pages of bound documents.	

ATTACHMENT					Comments		
PHOTOGRAPHS, FILMS, RECORDINGS AND THEIR CONTAINERS, SPECIAL EQUIPMENT AND BULK MATERIAL							
	CIA	State	Army	NAVY	Air Force	Inconsistencies	Recommendation
<p>Mark conspicuously and appropriately. Containers shall be marked, including classification or identification to recipient of content or substance.</p>	<p>Negatives and slides marked or stamped, when possible, top and bottom on front. Roll film except microfilm at beginning and end of roll. Photographic prints, top and bottom, front and back. If impossible due to size, classification may be on container only. Containers to be conspicuously marked on outside.</p>	<p>Negatives and slides marked or stamped, when possible, top and bottom on front. Roll film except microfilm at beginning and end of roll. Photographic prints, top and bottom, front and back. If impossible due to size, classification may be on container only. Containers to be conspicuously marked on outside.</p>	<p>Photo negatives to be marked with appropriate classification markings of each roll and kept in containers conspicuously marked. Classified Containers sound recordings will be marked on readily observable portions, preferably at beginning and end, with appropriate classification markings and if stored in container, it will display similar markings. When practicable, classification will be announced at beginning and end. Motion picture films will be marked at beginning and end of each roll and in each film title kept in containers bearing conspicuous classification markings. (Par 72, AR 380-5)</p>	<p>Film negatives and slides marked with classification markings of each roll and kept in containers conspicuously marked. Classified Containers sound recordings will be marked on readily observable portions, preferably at beginning and end, with appropriate classification markings and if stored in container, it will display similar markings. When practicable, classification will be announced at beginning and end. Motion picture films will be marked at beginning and end of each roll and in each film title kept in containers bearing conspicuous classification markings. (Par 72, AR 380-5)</p>	<p>Conspicuously marked. If possible, negatives and slides will be marked in same manner as charts and maps. Aerial reconnaissance negatives in roll format will be marked at the beginning and end of each roll. Photos and reproductions will be marked on front and back.</p>	<p>State and Army are more cautious than the other two agencies. However, all achieve the same results, namely, MATERIALS ARE MARKED CONSPICUOUSLY AND APPROPRIATELY.</p>	

Placement - Charts, Maps and Drawings

<u>Agency</u>	<u>CIA</u>	<u>State</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Comments</u> <u>or</u> <u>Inconsistencies</u>	<u>Recommendation</u>
Under the legend, title block or in such manner as to insure all copies. In addition, mark classification at top and bottom of each instance, and if document is rolled or folded, on back in clearly visible place. (par 73, AR 380-5)	Mark under legend, title block or in such manner as to insure all copies. In addition, mark classification at top and bottom of each instance, and if document is rolled or folded, on back in clearly visible place. (par 73, AR 380-5)	Same as CIA	Carry defense classification under legend, title block, or scale in such manner that it will be reproduced on all copies made therefrom. Such classification also will be marked at top and bottom in each instance, and if document is rolled or folded, on back in clearly visible place. (par 73, AR 380-5)	Same as CIA	Same as CIA	All agencies agree. However, Army goes further than other agencies in stating that if documents are rolled or folded the approval classification should also be marked or stamped on the back where it will be clearly visible.	

RED OR BLACK

<u>Agency</u>	<u>CIA</u>	<u>State</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Inconsistencies</u>	<u>Recommendation</u>
Not specified	Red or black	Red only, when stamped.	Not specified	Red when practicable	Not specified for AF's; however, usage has been red stamps, while printed matter has been the same color as the text, normally black.	Slight variations among agencies. Credit to use of red ink when convenient.	That all agencies continue to use the same ink except on printed matter, text and classifications are produced simultaneously.

USE OF INK

Not specified.	Not specified.	Not specified.	Not specified.	Not specified.	Not specified.	Black offset stamp pad ink can be used effectively on direct image offset masters.	That all agencies be encouraged to use pre-printed classification plates which reproduced red inked ditto copies have been effectively used by CIA.
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Other

e.	None.	None.	None.	None.	None.	Preprinted; sticky backed TOP SECRET classification plates which reproduced red inked ditto copies have been effectively used by CIA.	That all agencies be encouraged to use pre-printed classification plates on ditto masters.
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Method of Application

<u>Stamp</u>	<u>CIA</u>	<u>State</u>	<u>ARMY</u>	<u>NAVY</u>	<u>Air Force</u>	<u>Comments or Inconsistencies</u>	<u>Recommendations</u>
Blanket approval as E.O. but in addition to stamping, all classifications may be stenciled or marked by use of classification plate or other appropriate means, except manuscripts for photographic reproduction which will be marked in color suitable for such reproduction.	Same as E.O. but in addition to stamping, all classifications may be stenciled or marked by use of classification plate or other appropriate means, except manuscripts for photographic reproduction which will be marked in color suitable for such reproduction.	Blanket approval.	Same as CIA, except no provision is made for stenciling, etc.	No mention of stenciling, etc. HANDLING, modified, handling authorized, etc.	Same as CIA, except no provision is made for stenciling, etc.	All agencies have blanket approval to stamp all classifications. CIA covers stenciling and use of classification plate.	That all agencies permit use of stenciling or classification plates to get same effect as stamping.

Printed

Not covered.	Blanket approval to preprint TOP SECRET on blank paper. Special approval required to preprint SECRET, CONFIDENTIAL and UNCLASSIFIED.	Preprinting of paper with classifications authorized.	Where appropriate, paper having pre-printed markings may be used. (par 70, AR 380-5)	No mention. It is done on routing slips.	Not covered in AFR's. Not used in AFOIN's.	State and Army authorize the preprinting of all classifications while CIA gives blanket approval to preprint TOP SECRET only. The preprinting of all other classifications requires special approval. The other IAC agencies do not cover this subject.	That the use of pre-printed paper be discouraged as an unnecessary added expense. f. That classification plates, stencils, and reproducible ink stampings be substituted whenever possible.
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Method of Application (Continued)

E.O.	CIA	State	Army	Navy	Air Force	Comments	Recommendations
not specifically mentioned in E.O. 11652, but conspicuously marked or stamped.	Same as E.O. 11652. Except that SECRET, CONFIDENTIAL and UNCLASSIFIED may be typed on masters such as stencils, ditto masters, diplomas, etc. in hyphenated capital letters. Examples: S-E-C-R-E-T C-O-N-F-I-D-E-N-T-I-A-L.	All classifications provided capitals are used and marked.	Not authorized. Must be marked or stamped (not typed).	No exceptions. IN PRACTICE TYPES IN CAPS & OVER-STAMPS ORIGINAL AND MASTER.	Same as E.O. 11652. Hyphenation not required.	CIA requires hyphenation of capital letters. E.O. 11652 requires capital letters and underscore. Army prohibits hyphenation. Navy prohibits hyphenation. Air Force requires hyphenation. Air Force requirements are the same as CIA's except hyphenation is not specified. E.O. 11652 does not specifically cover typing. All of these variations are based on each Agency's interpretation of "marked conspicuously" in relation to the costs of various methods.	1. That all classifications be applied in a uniform manner, marking, printing, stenciling, or using classification plates and that use of type classifications be discontinued. 2. That letters of the classification be bold, conspicuous and noticeably different from the text.

IN PRACTICE TYPES
IN CAPS & OVERSTAMPS
ORIGINAL & MASTER

HEAD OF REPLICATION

<u>Head of Replication</u>	<u>CIA</u>	<u>State</u>	<u>Army</u>	<u>Air Force</u>	<u>Naval Forces</u>	<u>Recommendations</u>
specified other	Same as the E.O.	Same as the E.O.	Same as the E.O.	Same as the E.O.	Same as the E.O.	Agencies are in
implied in the						this method.
of the E.O.						
action stamped						

nted

spelled out. ied.	Blanket approval to print TOP SECRET, SECRET, CONFIDENTIAL and UNCLASSIFIED as part of basic docu- ment while simultan- eously printing the text.	Implied authoriza- tion for all classi- fications.	Same as CIA. On documents reproduced by letter press, block letter typeset may be used for printing the classi- fication markings. (par 70c, AR 380-5)	No mention	Same as CIA. How- ever the text and the classification must be the same color, as multi- color printing is too expensive.	Agencies are in line on this method.
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Method of Application

LABOR SAVING METHODS

E.O.	CIA	State	Army	Navy	Air Force	Comments	Recommendations
Not covered.	1. SECRET (When Can filled in) CONFIDENTIAL (When filled in) This method is specifically authorized by regulation.	No specific regulation concerning labor saving devices. These practices are covered by stamp bearing normally disseminated legend. This document is unclassified when separated from classified or controlled attachments.	Neither authorized nor prohibited.	Same as A. Also, not authorized or prohibited.	Same as CIA. Not used.	Agency regulations generally fail to specifically authorize any labor saving methods. Agencies state that although securing required methods are not authorized neither are they prohibited. In the past though Army has held that check box classifications are unacceptable.	That all agencies be encouraged to use every authorized labor saving method consistent with security requirements.
Not prohibited. Can be covered by stamp bearing normally disseminated legend. This document is unclassified when separated from classified or controlled attachments.	2. (S) SECRET (S) CONFIDENTIAL (A circle around the classification identifies the form or document.) This method is not covered by regulation-- it is accepted by custom.	authorized. Discourages use of other labor saving designations. These are not prohibited though.	Local option is permitted.	Same as A. Also, not authorized or prohibited.	Same as CIA. Not used.		
Not covered.	3. SECRET (S) CONFIDENTIAL (A circle around the classification identifies the form or document.) This method is not covered by regulation-- it is accepted by custom.						
comment.	None	No comment.	None now.	None	No comment	None	

MARKING REQUIREMENTS

DEGREE OF CONSPICUOUSNESS

<u>E.O.</u>	<u>CIA</u>	<u>State</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Comments</u> <u>OR</u> <u>Inconsistencies</u>	<u>Recommendations</u>
Not specified-conspicuously marked or stamped.	Capital letters, noticeably or conspicuously larger than print of text.	Marked, typed or stamped. When stamped letters at least 1 inch high.	Larger than normal lettering conspicuously marked or stamped (not typed) (par 68, AR 380-5).	Same as CIA	Specifies only that it be conspicuous.	Different interpretations applied to CONSPICUOUS. Is typing conspicuous? Army says no! Other agencies say yes. E.O. does not define. See Inconsistencies under METHOD OF APPLICATION-Typed	See recommendations under METHOD OF APPLICATION-Typed

II. PLACEMENT (GENERAL)

<u>E.O.</u>	<u>CIA</u>	<u>State</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Comments</u> <u>OR</u> <u>Inconsistencies</u>	<u>Recommendations</u>
Appropriately marked or stamped. Unbound document - top and bottom of each page in such manner that markings will be clearly visible when pages are clipped together and as much as unbound document 3" from bottom. Includes letters, memoranda, reports, telegrams and similar documents, the pages of which are not permanently and securely fastened together.	Approximately 1 inch from top and bottom of each page. In positions to meet certain important internal procedural needs, some reports carry classifications 1 1/2"-2" below top of page and as much as 3" from bottom.	Top and bottom of each page.	Top and bottom of all pages which contain classified defense information (par 68, AR 380-5).	Well clear of edges to avoid covering in assembling or trimming page.	Conspicuously marked or stamped at top and bottom of each page.	CIA reports with classifications placed several inches from top and bottom of page.	

TAB A

II. Placement (Bound Documents)

<u>E.O.</u>	<u>GIA</u>	<u>State</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Comments or Inconsistencies</u>	<u>Recommendations</u>
Bound-Top and bottom, outside front and back covers, title, first and last pages. A bound document is a book or pamphlet the pages of which are permanently and securely fastened.	Minimum requirements -top and bottom, outside front and back covers, title, first and back pages. If any possibility of page separation, classify each page.	Minimum requirements-Conspicuously marked or stamped, top and bottom, outside of front and back covers, title, first and back pages. Unless permanently bound each page must be marked as above.	Front and back covers, title, first and back pages together with any routing instructions or other papers of any size which wholly or partially conceal the cover, title, first or back pages will bear overall classification.	Same as CIA plus all printed pages, title and index pages which contain classified information.	Permanently bound-conspicuously marked or stamped on top and bottom on outside of front and back covers and on title, first and last pages. A permanently bound document is one sewed or side-stitched with a glued binding from which pages cannot be removed without damage or mutilation.	Navy practices differ from other services in that they require stamping or marking on all pages of bound documents.	

I. PLACEMENTPHOTOGRAPHS, FILMS, RECORDINGS AND THEIR CONTAINERS, SPECIAL EQUIPMENT AND BULK MATERIAL

<u>E.O.</u>	<u>CIA</u>	<u>State</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Comments or Inconsistencies</u>	<u>Recommendation</u>
Mark conspicuously and appropriately. If article or container cannot be marked, furnish written notification to recipient of product or substances.	Mark conspicuously and appropriately.	Negatives and slides marked or stamped, when possible, top and bottom on front. Roll film except microfilm at beginning and end of roll. <u>Photographic prints</u> , sound recordings will be marked on front and back. If impossible due to size, classification may be on container only. Containers to be conspicuously marked on outside.	Photo negatives to be marked with appropriate classification markings and kept in containers conspicuously marked. <u>Classified Containers</u> marked on readily observable portions, and end, with appropriate classification markings and, if stored in container, it will display similar markings. When practicable classification will be announced at beginning and end. <u>Motion picture films</u> will be marked at beginning and end of each roll and in each film title and kept in containers bearing conspicuous classification markings. (Par 72, AR 380-5)	Film recordings and roll films at beginning and end of each roll stamped, eaching on attached plate. Containers marked the same.	Conspicuously marked. If possible, negatives will be marked in same manner as charts and maps. <u>Aerial reconnaissance</u> same results, namely negatives in roll form will be marked at the beginning and end of each roll. Photos and reproductions will be marked on front and back.	State and Army are more cautious than the other IAC agencies. However, all achieve the same results, namely MATERIALS ARE MARKED CONSPICUOUSLY AND APPROPRIATELY.	

Placement - Charts, Maps and Drawings

<u>E.O.</u>	<u>CIA</u>	<u>State</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Comments or Inconsistencies</u>	<u>Recommendation</u>
under the legend, title block or in such manner that it will be reproduced on all copies made therefrom. Such classification shall also be stamped at top and bottom in each instance.	Mark under legend, title block or scale so as to reproduce on all copies. In addition, mark classification at top and bottom.	Same as CIA	Carry defense classification under legend, title block, or scale in such manner that it will be reproduced on all copies made therefrom. Such classification also will be marked at top and bottom in each instance, and if document is rolled or folded, on back in clearly visible places. (par 73, AR 380-5)	Same as CIA	Same as CPA	All Agencies agree. However, Army goes further than other agencies in stating that if documents are rolled or folded the appropriate classification will also be marked or stamped on the back where it will be clearly visible.	

FOR - RED OR BLACK

<u>E.G.</u>	<u>CIA</u>	<u>State</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Comments</u> <u>or</u> <u>Inconsistencies</u>	<u>Recommendation</u>
specified	Red or black	Red, only, when stamped.	Not specified	Red when practicable.	Not specified in AFR's; however, usage has been red stamps, while print-red ink when con- ed matter has been the same color as the text, normally black.	Slight variations among agencies. It is to use of red ink except on printed matter when text and classifica- tions are produced simultaneously.	That all agencies continue to encourage the use of red ink except on printed matter when text and classifica- tions are produced simultaneously.

USE OF INK

specified.	Not specified.	Not specified.	Not specified.	Not specified.	Not specified.	Black offset stamp pad ink can be used effectively on direct image offset masters.	That all agencies be encouraged to use black offset stamp pad ink on direct image offset masters.
None.	None.	None.	None.	None.	None.	Preprinted, sticky backed TOP SECRET classification plates which reproduce red inked ditto copies have been effectively used by CIA.	That all agencies be encouraged to use pre-printed classification plates on ditto masters.

Method of Application

<u>Stamped</u>						<u>Comments</u> or <u>Inconsistencies</u>	<u>Recommendations</u>
<u>E.O.</u>	<u>CIA</u>	<u>State</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>		
Blanket approval to stamp TOP SECRET, SECRET, CONFIDENTIAL or UNCLASSIFIED.	Same as E.O. but in addition to stamping all classifications classification may be stenciled or marked by use of classification plate or other appropriate means, except manuscripts for photographic reproduction which will be marked in color suitable for such reproduction.	Blanket approval - addition to stamping all classifications.	Same as CIA, except no provision is made for stenciling, etc.	No mention of UNCLASSIFIED "CONFIDENTIAL" modified handling" authorized.	Same as CIA, except no provision is made for stenciling, etc.	All agencies have blanket approval to stamp all classifications. CIA covers stenciling and use of classification plates.	That all agencies permit use of stenciling or classification plates to get the same effect as stamping.
<u>reprinted</u>							
Not covered.	Blanket approval to preprint TOP SECRET on blank paper. Special approval required to preprint SECRET, CONFIDENTIAL and UNCLASSIFIED.	Preprinting of paper with classifications authorized.	Where appropriate, paper having pre-printed markings may be used. (par 70, AR 380-5)	No mention. It is done on routing slips.	Not covered in AFR's. Not used in AFOIN's.	State and Army authorize the pre-printing of all classifications while CIA gives blanket approval to preprint TOP SECRET only. The preprinting of all other classifications require special approval. The other IAC agencies do not cover this subject.	That the use of pre-printed paper be discouraged as an unnecessary added expense. That classification plates, stencils, and reproducible ink stampings be substituted whenever possible.

Method of Application (Continued)

Typed	E.O.	CIA	State	Army	Navy	Air Force	Comments or Inconsistencies	Recommendations
Does not specifically mention typing. States "shall be conspicuously marked or stamped."	Same as E.O. except that SECRET, CONFIDENTIAL and UNCLASSIFIED may be typed on masters such as stencils, ditto masters, duplicates, etc. in hyphenated capital letters. Examples: S-E-C-R-E-T C-O-N-F-I-D-E-N-T-I-A-L.	Except All classifications provided capitals are used and markings are underscored. (Par. 68, AR 380-5)	Not authorized. Must be marked or stamped (not typed).	No specifications	Same as CIA except hyphenation not required.	CIA requires hyphenated capital letters. State requires capitals and underlining; Army prohibits typing; Navy neither permits nor prohibits typing. Presumably classifications are expected to use good judgment. Air Force requirements are the same as CIA's except hyphenation is not specified. E.O. 10501 does not specifically cover typing. All of these variations are based on each Agency's interpretation of "marked conspicuously" in relation to the costs of various methods.	1. That all classifications be applied by consistently stamping, printing, stenciling, or using classification plates, and that use of typing classification be discontinued. 2. That letter of the classification be bold, conspicuous and noticeably different from the text.	

METHOD OF APPLICATION

<u>Hand Written</u>	<u>CIA</u>	<u>State</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Comments</u> <u>OR</u> <u>Inconsistencies</u>	<u>Recommendations</u>
<u>E.O.</u>							
specified other implied in the of the term marked or stamped."	Same as the E.O.	Same as the E.O.	Same as the E.O.	Same as the E.O.	Same as the E.O.	All agencies are in line on this method.	
<u>Printed</u>							
spelled out. ified.	Blanket approval to print TOP SECRET, SECRET, CONFIDENTIAL and UNCLASSIFIED as part of basic docu- ment while simultane- ously printing the text.	Implied authoriza- tion for all classifi- cations.	Same as CIA. On documents reproduced by letter press, block letter typeset may be used for printing the classi- fication markings. (par 70c, AR 380-5)	No mention	Same as CIA. How- ever the text and the classification must be the same color, as multi- color printing is too expensive.	All agencies are in line on this method.	

Method of ApplicationLABOR SAVING METHODS

<u>E.O.</u>	<u>CIA</u>	<u>State</u>	<u>Army</u>	<u>Navy</u>	<u>Air Force</u>	<u>Comments</u> <u>or</u> <u>Inconsistencies</u>	<u>Recommendations</u>
<p>or covered. Can filled in) CONFIDENTIAL (When Filled in) labor saving devices. These practices are not prohibited. Use of stamp bearing normally discouraged. Local option is permitted.</p> <p>2. (x) SECRET</p> <p>(y) CONFIDENTIAL</p> <p>a check mark placed in front of the appropriate classification effects classification of the form or document. This method is not prohibited by regulation. It is accepted by custom.</p> <p>3. SECRET</p> <p>CONFIDENTIAL</p> <p>(A circle around the classification identifies the form or document.) This method is not covered by regulation-- it is accepted by custom.</p>	<p>1. SECRET (When Filled in) labor saving devices. These practices are not prohibited. Use of stamp bearing normally discouraged. Local option is permitted.</p> <p>2. (x) SECRET</p> <p>(y) CONFIDENTIAL</p> <p>a check mark placed in front of the appropriate classification effects classification of the form or document. This method is not prohibited by regulation. It is accepted by custom.</p> <p>3. SECRET</p> <p>CONFIDENTIAL</p> <p>(A circle around the classification identifies the form or document.) This method is not covered by regulation-- it is accepted by custom.</p>	<p>No specific regulation concerning labor saving devices. These practices are not prohibited. Use of stamp bearing normally discouraged. Local option is permitted.</p> <p>2. Not authorized or mentioned. Some use is made of these methods, but not in correspondence.</p>	<p>Neither authorized nor prohibited. Use of stamp bearing normally discouraged. Local option is permitted.</p> <p>2. Not authorized or mentioned. Some use is made of these methods, but not in correspondence.</p>	<p>Same as CIA. Also use stamps permitting automatic grading of transmittal letters after removal of enclosures.</p> <p>2. Not authorized or mentioned. Some use is made of these methods, but not in correspondence.</p>	<p>1. Same as CIA</p> <p>2. Not used.</p> <p>3. Not used.</p>	<p>Agency regulations generally fail to specifically authorize any labor saving methods. Agencies state that although such methods are not authorized neither are they prohibited. In the past though Army has held that check box classifications are unacceptable.</p>	<p>That all agencies be encouraged to use every labor saving method consistent with security requirements.</p>
comment.	None	No comment.	None now.	None	No comment	None	